

**Erie County Small Business Working Capital Grant Program**  
**(SBWC) Application**

**(Maximum Grant Request \$10,000)**

Business Name:	
Business Street Address:	
City, State, Zip:	
Principal Contact:	
Principal Email:	
Principal Phone:	

How has your business experienced a disruption and loss of income due to the COVID-19 pandemic?

Do you have a COVID Recovery Plan? If so, please describe below. If you don't have a plan, we can help you.

Explain what the grant funds will be used for and your funding request.

Explain how these funds will assist your business going forward.

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When was your business established?	
Is your business registered with the New York Department of State, Division of Corporations, a DBA or a Partnership?	
If the business is required to hold a license to operate in the municipality, is that license current?	
Is the business a Nonprofit Entity?	
What is the Tax ID Number for your business?	
What is the DUNS number for your business? A DUNS number is required to receive a grant. If you don't have a DUNS number, visit <a href="https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html">https://www.grants.gov/applicants/organization-registration/step-1-obtain-duns-number.html</a> . It is free of charge and typically takes 1-2 business days to receive.	
Is the business current with all local, state, and federal taxes?	
How many employees did your business have as of March 17, 2020?	
How many owners does the business have? What is the percentage of each ownership?	
How much did the business earn in annual gross income for 2019 and 2020? What is the estimated annual gross income for 2021?	
Is the business in bankruptcy proceedings?	
Have you received assistance from Erie County's Micro-Loan/Grant program in the past two years? If so, when and how much?	

**Mail or e-mail the following documentation with this application to:**

**Debra S. Liegl, Senior Contract Monitor**  
**Erie County Department of Environment and Planning**  
**95 Franklin Street, 10<sup>th</sup> Floor, Room 1016**  
**Buffalo, NY 14202**  
[debra.liegl@erie.gov](mailto:debra.liegl@erie.gov)

- Proof of business license or permit
- Photo ID for Principal Contact
- Payroll Schedule or Employee Pay Stubs
- 2019 and 2020 Tax Returns
- Verification documentation and/or cost estimates for Requested Eligible Expenses
- Income and Expense Performance/Projections and current Balance Sheet
- Documentation pertaining to any other funding sources received
- Other financial documentation upon request

I hereby certify that the information submitted above and with attached requested verification documents are accurate and true to the best of my knowledge. I acknowledge and agree that this supplemental verification documentation will be incorporated as part of my Application for SBWC Grant funds. I further acknowledge that all certifications and related fraud, waste and abuse conditions that I agreed to in the Application apply to the supplemental verification documentation submitted herein. I certify that I am authorized to sign this certification on behalf of my business.

My typed name below is the equivalent of my handwritten signature.

Name:	
Date:	